



REGULATIONS FOR THE STUDENT EVALUATION OF TEACHING AT THE FACULTY OF SCIENCE OF THE UNIVERSITY OF SOUTH BOHEMIA

Article 1

Introductory provisions

These regulations set out the rules for the student evaluation of teaching (hereinafter referred to as "SET") at the Faculty of Science of the University of South Bohemia (hereinafter referred to as "the Faculty").

Article 2

Objectives

The objectives of SET are to:

- a) contribute to the consolidation of the academic environment by improving the educational activities at the University and the preparation, organisation, content, course, and continuity of study on the study programmes, as well as related support services,
- b) provide the academic community with feedback on the quality of educational activities,
- c) provide evidence for the quality assurance and internal evaluation of the activities of the faculties and the University.

Article 3

Organisation and conduct of SET

1. SET is to be organised by the faculty as a generally available survey, which must be completed by all students who have participated in classes in a given semester.
2. All courses that have teaching units in the STAG system and have been opened in a given semester are to be subject to SET.
3. SET is to be carried out at the end of each semester, on a predetermined date. The survey is to be in electronic form in the STAG system.
4. The subject of the evaluation is usually to be:
 - a. the quality of the provision and delivery of the teaching of the course of study, which relates in particular to the clear definition of objectives and requirements, the organisation of teaching, the stimulating nature



- of teaching regarding independent thinking and teamwork, the opening up of space for discussion, the continuity of the curriculum with other subjects of study, and the quality and availability of study materials,
- b. the quality of the pedagogical activity of individual teachers, or of the teachers of a given department, which relates in particular to the ability to engage and motivate students, organisational skills, selection of relevant material, the clarity and comprehensibility of the teaching, the ability to communicate with students, and the demands made on students.
5. A student SET Coordinator and a staff SET Coordinator, both appointed by the Academic Senate, are to be involved in the development of the form and content of SET.
 6. All of the results of the evaluation are to be published automatically in the STAG system in the "*Evaluation Results*" section, immediately after the poll closes.
 7. The secondary processing of the results into reports and comparative tables is to be the responsibility of the SET student coordinator and the student chamber of the Academic Senate of the Faculty.
 8. The SET system is to be completely anonymous. This anonymity is guaranteed by the STAG system. Neither teachers, faculty and university administration staff, nor SET coordinators are to have access to or request any non-anonymous data.
 9. SET is to use questions with a given point scale and also provide space for free verbal expression. Each student may only assess a course once in a given semester.
 10. The SET results are always to include the number of students assessed and the number of students enrolled in the course.
 11. Teachers' responses to students' verbal comments are to be published in the same place.

Article 4

Use and processing of results

1. The results of SET are to be used in accordance with the objectives set out in Article 2 of this document.
2. It is recommended that the results of the evaluation be taken into account when compiling and preparing applications for the accreditation of new degree programmes, reaccreditation of existing degree programmes, and evaluation



of academic staff.

3. The results of SET are to be discussed in particular by the heads of the individual departments who, as necessary, are to take measures to ensure the improvement of the quality of educational activities within their competence; in justified cases, the Management or the Academic Senate of the Faculty may give an initiative to the head of the department.

Article 5

Functions of the SET Coordinator

1. The Academic Senate, at its first meeting of each semester, shall appoint the following:
 - a. a student SET Coordinator from the AS student chamber
 - b. a staff SET Coordinator from the AS staff chamber
2. The function of SET Coordinator (hereinafter referred to as the "Coordinator") may be entrusted to any member of the relevant AS chamber. AS members are to decide on this entrustment by voting.
3. The function of Coordinator, like that of a member of the Academic Senate, is honorary, voluntary, and without remuneration.
4. The position of Coordinator is linked to membership in the Academic Senate and therefore ceases upon termination of membership. The SET coordinator may resign from this function by notifying the AS President in writing. In the event of resignation from the function of Coordinator or termination of a Coordinator's membership in the AS, the AS is to assign the function of SET Coordinator to another member of the relevant AS chamber.
5. The duties of the Student Coordinator are to:
 - a. inform students of SET openings, closings, conditions, changes, and outcomes via school/faculty email or mass emailing,
 - b. process the results of the questions with the given scale and create a report, which will be subsequently published on the Faculty's website,
 - c. read and review the students' verbal comments on the individual courses as well as on the questions about the organisation of the study and the technical comments on the questionnaire. The student chamber of FSci USB is also to participate in this processing, according to the instructions of the Student Coordinator,
 - d. provide information and answer questions from students and staff about SET when necessary,
 - e. work with faculty boards to update surveys to meet current standards



and faculty needs,

- f. inform, upon request, the faculty boards on the manner of conducting SET,
 - g. at the end of his/her term of office, hand over all the existing agenda to the new Student Coordinator.
6. The Staff Coordinator is to:
- a. assume the duties of the Student Coordinator in the event of termination of his/her membership of the Academic Senate until a new Student Coordinator is appointed,
 - b. award a credit to students who complete the SET if the current form of SET requires it.
7. Both coordinators have the right to:
- a. the cooperation and support of the faculty management in negotiations with the Rector's Office of USB,
 - b. access the demo version of STAG.
8. Both SET coordinators are responsible for communicating with the Rector's Office of USB and representing FSci USB in all areas related to the preparation and provision of SET.

Article 6

Final provisions

These regulations were discussed and approved by the Academic Senate of the Faculty of Science of the University of South Bohemia in České Budějovice on 7 May 2024.

These regulations shall come into force on the date of signing.



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